



# CITY OF WHITE SALMON

## CITY HALL

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DATE: December 23, 2022

TO: Legacy Short-term Rental Renewal Applicant

FROM: White Salmon Planning Department

SUBJECT: 2023 Legacy Short-term Rental Permit Application Renewal

This packet contains application materials and information that will aid you in complying with the City of White Salmon's Short Term Rental Permit Regulations, as stated in the relevant chapters of City of White Salmon Municipal Code Chapter 5.02 and 17.57. Review these documents carefully to ensure that you are in compliance. All of this information may be found on the City's website at [www.white-salmon.net/citycouncil/page/short-term-rentals-0](http://www.white-salmon.net/citycouncil/page/short-term-rentals-0).

Please use the checklist below as a step-by-step guide to complete your STR Legacy application. It is recommended that the steps in the checklist are completed in order.

1. Complete Legacy Short-Term Rental License Application Form
2. Physical Inspection as required by WSMC 5.02.35.B-1
  - a. Fire Safety Inspection

To schedule a fire and life safety inspection by the City Building Official, please contact Erika Castro Guzman at (509) 493-1133 x209. A copy of the items to be inspected can be found on the Short-term Rental Fire Safety Checklist form.
  - b. Mandatory Posting

Mandatory postings are required to be displayed in a prominent location within the interior of the dwelling. The information includes:

    - The short-term rental permit
    - Any special standards placed on the short-term rental permit
    - The physical property address
    - The name of the owner and contact person and a telephone number where the owner and contact person may be contacted
    - The parking diagram of the parking spaces available for use by the short-term rental. The parking diagram may include on-street parking areas, but on-street parking is not for the exclusive use of any home or short-term rental
    - The city-provided Good Neighbor Guidelines. (The city encourages all owners to incorporate the Good Neighbor Guidelines into the rental contract.)



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3. Neighborhood Notice
  - a. A statement of intent to notify neighbors as required by WSMC 5.02.040.A. This notice is to be provided to property owners of record and/or occupants of properties adjacent to and abutting the property permitted as a short-term rental. A copy of the Notice to Neighbors form can be provided by the city.
4. Collect and Attach the Required Documentation:
  - a. Liability Insurance as required by RCW 64.37.050
    - Documentation or a statement stating that an owner of short-term rental is maintaining liability insurance which expressly covers the property's use as a short-term rental.

In addition, to registering short-term rentals, property owners are required to maintain a current city business license. City business licensing is handled through Washington Department of Revenue Business Licensing Service (BLS). The BLS website is [secure.dor.wa.gov/home/Login](https://secure.dor.wa.gov/home/Login). Furthermore, short-term rentals require that sales tax (7.5%) be charged per rental.

Applications with supporting documentation can be submitted to the City of White Salmon Planning Department in the City Hall Lobby or mailed to PO Box 2139, White Salmon, WA 98672, attn.: Short-term Rental Renewal. Please include payment for the license fee (\$175.00 per short-term rental). License fees are renewable by January 31st.

Thank you for your patience during this process. For further questions, please contact Erika Castro Guzman at (509) 493-1133 ext. 209 or email [Erikac@ci.white-salmon.wa.us](mailto:Erikac@ci.white-salmon.wa.us).